

**CITY OF ATLANTA
INVITATION FOR BIDS
ADVERTISEMENT**

Sealed Bids for **Project Number FC-5153, Fixed Based Operator** will be received by designated staff of the Department of Procurement (“DOP”), at 55 Trinity Avenue, City Hall South, Suite 1790, Atlanta, Georgia 30303, on **Wednesday October 13, 2010**.

ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.

Bids will be publicly opened and read at 2:00 P.M., in Suite 1900, 1st Floor, City Hall South, 55 Trinity Avenue, S.W., Atlanta, Georgia.

Scope of Services: The successful bidder will provide operation and management of a professional Fixed Base Operator services which include aircraft handling, aircraft servicing, and customer service to general aviation and corporate users at the Airport.

Bids must be submitted on the forms provided in the proposal document and shall be sealed in envelopes, clearly marked and labeled with the formal contract number FC-5153, the title of the project, full name and complete address of proponents and date and time bids are due. All bids must be hand delivered, mailed via United States Postal Services or delivered by courier service. No facsimile(s) will be accepted.

All forms required by the **NOTICE OF REQUIRED SUBMITTALS** must be included in the bid. The bids shall contain the full name of each person, firm or corporation and the complete address.

Pre-Bid Conference will be held on **Tuesday, September 28, 2010 at 2:00 PM.**, at the City of Atlanta, Technical Support Campus, 1255 South Loop Road, College Park, Georgia 30337. There will be representatives from the Department of Procurement, Office of Contract Compliance and the Department of Aviation available at the conference to discuss the project and to answer any questions.

General instructions, plans and/or specifications for submitting bid packages for this project will be available starting **Monday September 13, 2010**, Monday through Friday 8:15 A.M. - 5:00 P.M., in the DOP’s Plan Room, Suite 1900, City Hall, at a cost of **\$50.00**.

The last date to submit questions is **Friday October 1, 2010**, at 5:00 P.M. If you have any questions regarding this project, please direct them to Mr. Girard Geeter, Deputy Chief Procurement Officer, at (404) 330-6673, or by email at ggeeter@atlantaga.gov, or Ms. Jessica Boston, Administrative Assistant, Senior at jaboston@atlantaga.gov. City reserves the absolute right to reject any and all proposals and waive any technicalities at any time.

The bid document cannot be downloaded. The bid document must be purchased in the DOP’s Plan Room.

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